

DATE: [Insert Date]

TO:

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

FROM:

[Your Name]

[Your Address]

RE: FORMAL DEMAND LETTER REGARDING CONSTRUCTION DELAYS

Project Name: [Insert Project Name]

Contract Date: [Insert Date of Signed Contract]

Dear [Contractor Name],

This letter serves as a formal notice regarding the unacceptable delays in the performance of the construction schedule for the aforementioned project. According to our agreement, the project was scheduled for completion by [Insert Original Completion Date].

As of today, the following milestones have not been met:

- [Description of delayed task 1]
- [Description of delayed task 2]
- [Description of delayed task 3]

These delays are a direct breach of the timeline established in the contract. Consequently, I am formally demanding that you provide a written recovery schedule within [Number] business days of receiving this letter. This recovery schedule must outline how you intend to rectify these delays and provide a firm date for project completion.

Please be advised that if performance is not resumed and a satisfactory timeline is not established, I reserve all legal rights and remedies available under the contract, including but not limited to:

- Termination of the contract for cause;
- Seeking liquidated or actual damages;
- Hiring a replacement contractor to complete the work at your expense.

I hope to resolve this matter promptly and avoid further legal action. I look forward to receiving your updated schedule immediately.

Sincerely,

[Your Signature]

[Your Printed Name]